

MUNICIPAL SCHEDULE

STANDARD Public Works Department Records

RECORDS SERIES TITLE**DISPOSITION INSTRUCTIONS****CITATION**

Accident Claim File (Copies)

Destroy in office 3 years after resolution

Records concerning personnel or municipally owned property damage.

Annual, Quarterly, Monthly, and Other Routine Reports

a) Retain in office permanently 1 copy of annual report.

Copies of reports prepared or received by department head.

b) Destroy in office all other reports after 3 years.

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Applications, Certificates, and Permits Records concerning service or discontinance of service (water, sewage, electricity, gas, etc.)	Destroy in office after 3 years.	
Appraisal Reports Reports prepared by independent or staff appraisers.	Destroy in office after 10 years.	
Assessment Records (Copies) Records include correspondence and amounts of assessment for paving, utilities, etc.	Destroy in office when administrative value ends.	

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Bridge Inspection Reports

Destroy in office when reference value ends.*

File includes inspection records, summary and analysis, and recommendations for maintenance repairs.

Cemetery Records

Retain in office permanently.

File includes lots, ownership, sales, and lists of people buried.

Certificates of Insurance

Destroy in office 5 years after expiration of policy.

Certification by insurance companies that policies have been issued to contractors and others dealing with the municipality.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Claims (Copies)

Destroy in office 3 years after resolution

Claims involving damages, accidents and repairs.

Complaints (Traffic Engineering)

Destroy in office 3 years after final action.

Complaints of citizens relating to traffic engineering matters.

Complaints File (Street Maintenance)

Destroy in office 3 years after final action.

Complaints concerning service and record of action taken.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Contracts (Construction)

Destroy in office after structure is demolished.

Contracts pertaining to construction of municipally owned structures.

Contracts (Equipment, Service, and Supplies)

Destroy in office 3 years after expiration or termination.*

Contracts made by municipality for items purchased

Contracts and Specifications

Destroy in office 3 years after termination or expiration.

Records concerning contracts and specifications for services provided to department.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Correspondence (Public Works)

Destroy in office after 3 years.

Correspondence concerning public works and/or utilities.

Daily Disposition and Accountability

Destroy in office when reference value ends.

Records concerning permits, work order numbers, etc.

Daily Labor Distribution Summary Sheets

Destroy in office after 1 year.

File used to document the daily labor of department personnel.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Engineering Drawings (Public Works)

Destroy in office when reference value ends.

Records include driveway, sidewalk, and curb and gutter sections; manholes; catch basin castings; and hydrant details.

General Studies (Public Works)

Destroy in office when reference value ends.

File includes studies, plans, and surveys of needs, problems, and solutions.

Maintenance Records (Public Works)

Destroy in office after 3 years.

Records concerning the maintenance of streets, utilities, and other municipal property.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Maintenance Records (Traffic Engineering)

Destroy in office when reference value ends.

Maintenance records pertaining to traffic signals, painting, traffic signs, parking meters, etc.

Maps (Public Works)

Retain in office permanently.

Maps of municipal streets and utility installations and distributions.

Maps (Street Maintenance)

Retain in office permanently.

Utility maps and plans of all municipality streets.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Maps (Traffic Engineering)

Destroy in office when superseded or obsolete.

Maps showing lights, construction, congested areas, traffic hazards, etc.

Maps and Surveys (Engineering)

Destroy in office when ownership ceases.

Records include maps and surveys of land, right-of-way, parks, and other municipal land.

Motor Vehicle Records

Destroy in office after 1 year.

Records concerning all vehicles operated by street maintenance.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Notices (Public Works)

Destroy in office after 1 year.

Notices to property owners of approval of water, paving, sewer, and other utility installations.

Parking Meter Records

Destroy in office after 3 years.*

Parking meter revenue records.

Petitions (Public Works)

Destroy in office after 3 years.

Records include petitions for paving, installation of utility lines, and other public works and utility services (copies).

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Plans (Engineering)

Destroy in office when reference value ends.

Records include plans for construction, improvements, and projects of various types (including master plans).

Plans (Public Works)

Retain in office permanently.

Plans for construction, paving, general improvements, and master plans.

Plans (Street Maintenance)

Destroy in office 5 years after completion or cancellation.

Includes long-range and immediate plans for paving streets and other projects.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Project (Deeds of Easement, Maps, and Right-of-Way Agreement) File

Retain in office permanently.

Project Correspondence (Public Works)

Destroy in office after 3 years.

Correspondence concerning right-of-way projects forstreets, sidewalks, park sites, water and other utility lines.

Project Records (Public Works)

Destroy in office 5 years after completion.

Records include assessments, costs, job summaries, repair and work orders, resolutions , and status reports.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Project Reports (Public Works)

Destroy in office when reference value ends.

Includes reports of permits, installation and removals, and costs, submitted and/or received by department head.

Project Sheets (Public Works)

Destroy in office after 5 years.

Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation.

Public Building File

Destroy in office when administrative value ends.

Records pertaining to the costs and maintenance of municipal buildings.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

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Routine Reports

Destroy in office after 1 year.

Routine reports submitted by sanitation staff.

Streetlight File

Destroy in office after 3 years.

File contains streetlight installation orders.

Tabulation Records of Contracts File

Destroy in office after 3 years.

Includes descriptions of items and amounts bid by different contractors.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Vehicle Traffic Analysis

Destroy in office after 5 years.

Analysis of municipal vehicle traffic compiled by traffic engineering staff.